



Case Portal File an Appeal at the BIA

Enter the A-Number or alien name on the **Welcome to EOIR Case Portal** screen; click **Search** for case information. The search will return cases in which you have filed a valid Form EOIR-27 or EOIR-28.

NOTE: Users can electronically submit information required to initiate a new appeal to the BIA, if a Form EOIR-27 or Form EOIR-28 has not been submitted.

When submitting appeal or motion initiation documents, the user will submit the Form EOIR-27, and when required, pay filing fees or provide filing fee information.

Locate and click the applicable case in the **Select Case to View Details** section. Once selected, the case will be highlighted in yellow.

NOTE: All cases and appeals are displayed on one screen. The listing includes closed and pending cases, and any associated appeals. The upper right portion of the screen provides information specific to a selected case or appeal.

Click **File Appeal at BIA** under Court Actions. This will open a workflow to assist in uploading all required documents for your appeal package.

NOTE: If the **File Appeal at BIA** button is gray, you cannot file online. This could be due to no Form EOIR-27 being on file, or the case being on paper (no eROP).

Review the appeal submission requirements checklist and click **Continue**.

Select the decision you are appealing. If the IJ Decision is not listed, enter the decision date.

Select the **Document Category** and then the **Document Subcategory**. Click the **Browse** button. Select a file to upload. NOTE: Documents must be 25MB or less (Format-PDF, JPG, or JPEG only)

Click **Continue**.

Select the appropriate Payment for Filing Fee option and click **Continue**.

NOTE: Only one payment option is accepted. Bond Appeals do not require a filing fee.

SEE NEXT PAGE for Filing Fee steps.

Upload a PDF copy of the submitted Form EOIR-27; click the **Browse** button; select a file; and click **Continue**. NOTE: Documents must be 25MB or less (Format-PDF format only).

If you have not yet submitted Form EOIR-27, you may file using the **eFile EOIR-27** link to the right.

Review the submission details and click **Submit** to send your appeal package to the BIA.

A pop-up window appears confirming that the appeal package has been submitted to the BIA. An email confirmation will be sent to representative's email with the filing information. Click **OK** to return to the list of cases.



Case Portal

File an Appeal at the BIA—Payment for Filing Fee Options

OPTION 1: “I want to make a payment.”

1

Click **Pay Now** to be redirected to the Pay.gov site.

2

A pop-up window appears. Click **OK** to leave Case Portal and be directed to Pay.gov, where you can enter payment information.

3

Once payment has been successfully added, you are directed back to Case Portal and an Upload Receipt screen appears. Click the link next to **Download Receipt** to save and/or print the receipt immediately. The Tracking ID on the receipt is required to retrieve a duplicate receipt. NOTE: A copy of the receipt will not be available via email.

Click **Continue**.

OPTION 2: “I have already paid and want to upload a fee receipt.”

1

Click the **Browse** button; select a file; and click **Continue**. NOTE: Documents must be 25MB or less (Format-PDF format only).

If you do not have your receipt from the EOIR Payment Portal, you can retrieve one using the **Retrieve Electronic Payment Receipt** link to the right.

OPTION 3: “My filing does not require a fee.”

1

Click the check box(es) for the reason(s) you believe the filing is exempt from payment. If you select the second option, you must specify the law, regulation, or directive for the fee exemption. Click **Continue**.

OPTION 4: “I want to upload a fee waiver request”

1

The **Fee Waiver Request Calculator** screen appears. You can use this calculator to receive an assessment of the alien's eligibility for a fee waiver. Once you have entered the information, click **Calculate Fee Waiver Assessment**.

2

The assessment will say that you either appear to be or appear not to be eligible to submit a Fee Waiver Request. Regardless of the assessment, you can choose either to click **Submit EOIR-26A** or click **Previous** to select another payment option.

3

To submit Form EOIR-26: click the **Browse** button; select a file; and click **Continue**.

NOTE: Documents must be 25MB or less (Format-PDF format only).